

State Cooperative Contract for Vehicle Rental - Nationwide
State Term Contract -374

The State, through the OMB Procurement Office, is participating in the Nationwide Vehicle Rental agreement established by the Western States Contracting Alliance (WSCA), which makes available a cooperative contract for out-of-state vehicle rentals by state employees traveling on official state business.

State agencies must use State Fleet vehicles for travel within state or originating within state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference

N.D.C.C. § 24-02-03.3) The vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the State Fleet Director
- Travel out-of-state commercially requires a vehicle rental at that destination

The rental contracts were awarded to two national vehicle rental providers – **1)** Enterprise Rent-A-Car & National Car Rental and **2)** Hertz Corporation. Vehicles rented through these contacts have discounted rental rates, as well as full coverage damage waiver with \$0 deductible and liability coverage up to \$1 million without additional fees or paperwork.

If there is any type of damage done to a State Fleet, leased, or rental vehicle then you **MUST** complete SFN 51301 Motor Vehicle Accident Report online. The Risk Management Division has provided a 'Desktop Reference Incident & Accident Reporting Form Guide' attached to this web site referencing State Forms -SFN 50508-51301-53601.

QUICK REFERENCE FOR RENTAL RESERVATIONS

ENTERPRISE & NATIONAL

Use a State Account Numbers when making reservations (valid at Enterprise & National):

Account Numbers

XZ63WND: Official State of North Dakota

Business Travel 3 Digit Pin: STA

XZ63NDS: NDSU 3 Digit Pin: NDS

XZ63UND: UND 3 Digit Pin: NDS

XZ63BSC: BSC 3 Digit Pin: NDS

XZ63MIS: MSU 3 Digit Pin: NDS

XZ63OND: One-way rentals with National Car Rental only.

If your agency needs a unique account number or is not paying by purchasing card and requires direct billing, contact the Regional Acct Rep to create an account. Allow 10 days for account setup.

Erin Kramarich

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- 406-896-0752 Direct
- 406-860-3012 Cell

- **Reservation Number** (must have established account number): 1-800 Rent A Car; 1-800-736-8222

Websites:

www.nationalcar.com/offer/XZ63WND (valid At both): Enterprise Emerald Club

www.enterprise.com

www.nationalcar.com

HERTZ

Individual Enrollment:

- **To enroll in the Gold Membership, using a specific credit card or P-card, click on:**

Link for Enrollment in Hertz Individual Gold Membership:

<http://link.hertz.com/link.html?id=5021605&LinkType=CBLK>

- *Hertz Gold Membership is included at no charge as part of the WSCA contract. The CDP # is embedded in the online application; do not enter the number in the application.*
- *Upon first use of a Gold Membership rental, be prepared to present credit card & ID at the Hertz rental kiosk.*

Agency Enrollment:

- **To enroll your agency in the Hertz Agency Applicant Program** allows users within an agency to rent vehicles, and creates an agency specific billing account number.

- *Call or email the Contact listed here:*

- If you want to set up an account, or have questions, call or email:

Hertz Contact:

Shawn Sheridan

651-695-3359 Direct

- **Reservations:**

Use State of North Dakota Corporate Discount # 1892010

to make reservations, only if not enrolled as a Hertz Individual Gold Member or if not enrolled in the Hertz Agency Applicant Program.

- **Reservations:** 1-800-654-3131

- **Emergency Road Service:** 1-800-654-5060

OMB [Policy 518 – Car Rental](#), outlines the requirements for use of the rental cars and the cooperative state contracts. More information regarding vehicle use and coverage, see the [State Fleet Services Policy manual](#) and Risk Management's [Vehicle Coverage FAQs](#).

To view the contract and other terms and conditions that may apply to the rental, use this link [List Contracts](#) at the State Procurement's website. Scroll down to Term Contract #374 – Vehicle Rental – Nationwide and click on [View](#).

For additional information regarding this contract, please contact the Contract Administrator at 701-328-2740 or infospo@nd.gov. For questions regarding coverage, please contact Risk Management at 701-328-7584, www.nd.gov/risk.

Exemptions to using the vehicle rental contract are allowed if agency administrators determine, in consultation with the Risk Management Division, that alternative arrangements will result in cost savings considering the availability and cost of any recommended additional insurance. Request an exemption by submitting a Term Contract Exemption Request form, [SFN 54202](#) to the State Procurement Contract Administrator.